

SI.40/2: B96/993



United States Department of State

A Guide To Doing Business With the Department of State

March 1993



Department of State Publication 9335
Bureau of Administration
Office of Small and Disadvantaged Business Utilization

Revised March 1993

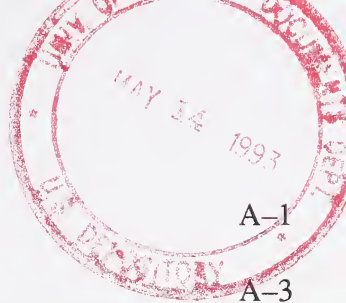
INTRODUCTION

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.


The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form that is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State (and other government) publications (and subscriptions) that may be of interest to the reader.

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Section A

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**

Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- * (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- ** (d) Management studies and surveys relating to mission activities.
- (e) Facilities maintenance services.

*The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a 4-year plan to accomplish this migration. The first 2 years are to convert or re-engineer mission-critical software systems to run on open systems hardware, and within 4 years, to replace existing hardware with open systems hardware.

**The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. In fiscal year 1991, external studies accounted for a substantial part of such services. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State
Office of Acquisition (OPR/ACQ)
P. O. Box 9115, Rosslyn Station
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *State Department Foreign Service Posts*

The State Department's embassies and consulates abroad have direct purchasing authority for products and services up to \$25,000 without seeking a delegation of procurement authority from Washington, D.C.'s Office of the Procurement Executive. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Services Posts* (see order form on page E-1) or to the purchasing agents listed in the footnote on page A-15.

Regional Procurement and Support Office U.S. Embassy/Bonn

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in the Near East, Africa, the Mediterranean region, Eastern Europe, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1992, RPSO/Bonn purchased over \$55 million in goods and services, much of which was from U.S. vendors. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories. Those categories are: (1) medical supplies and equipment, (2) "special acquisitions," including computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, and (3) "general acquisitions," including educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services that do not fall into categories (1) and (2).

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to the Director, RPSO/Bonn, c/o American Embassy/Bonn, Department of State, Deichmanns Aue 5300, Bonn 2 Unit 27101, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practical.

U.S. Embassy/Tokyo

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1992, RPSO/Tokyo purchased over \$12 million in goods and services. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts should attempt to observe such policy where practical.

Top Spending Posts for FY-1992
(extracted from *Competition Advocates' Report*)

Bonn	over 20 million
Paris	over 20 million
Manila	over 10 million
Cairo	over 10 million
Abidjan	over 10 million
Tokyo	over 10 million
Bangkok	over 10 million
Rome	over 5 million
La Paz	over 5 million
Seoul	over 5 million

Posts That Issued Largest Number of Contract Actions
(exceeding \$25,000 during FY-1992)

Bonn
Manila
Paris
Tokyo
Cairo
Bangkok
Rome
Brussels
La Paz
Tegucigalpa

More detailed information on post-specific statistical data is available in the Department of State's *Annual Competition in Contracting Report*. To receive a copy, contact the Competition Advocate on (703) 516-1686.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Richard Natale at the following address:

Department of State
A/FBO/AP/AD
SA-6, Room L 600
Washington, D.C. 20522-0604
Telephone: (703) 875-6283

Any firm that has a new or innovative product (R&D), which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State
DS/ST/CMP
SA-10, 7th Floor
Washington, D.C. 20522-1003
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: David Roberts
Telephone: (703) 516-1637

Department of State
DS/ST/CS
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Joe Morton
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 93/94, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Kuwait, Kuwait; Paris, France; Tunis, Tunisia; Rio De Janeiro, Brazil; Port Moresby, Papua New Guinea; Tirana, Albania; Prague, Czech Republic; Mexico City, Mexico; Panama City, Panama; New Delhi, India; Lusaka, Zambia; Tel Aviv, Israel; Vientiane, Laos; Bissau, Guinea-Bissau; Algiers, Algeria; Budapest, Hungary; St. Petersburg, Russia; Sofia, Bulgaria; Havana, Cuba; Harare, Zimbabwe; Buenos Aires, Argentina; Singapore, Singapore; and Bridgetown, Barbados.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition. Therefore, all employees of the Department, as well as those businesses who do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. John F. Black in the Office of the Procurement Executive.

**U.S. Department of State
Washington, D.C. 20520**

User-Office Contacts

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Mr. John F. Black
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 516-1686

Architectural, Engineering, and Design Services (Construction)

Office of Foreign Buildings
Room L600, SA-6
Ms. Patricia Regalo-Warren (Acquisitions) (703) 875-6276
Mr. Charles Mallett (Minority Business
Coordinator) 875-6586

Audio-Visual Services and Products

- a. Publishing Services Division
Room 1754, N.S.
Ms. Rose Grover (202) 647-4170
- b. General Services Division
Room B-258, N.S.
Mr. Richard Jimney 647-1634
- c. Foreign Service Institute (FSI/AV)
Room C1, SA-3
Mr. Tom Bash (703) 875-5293
- d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 320A, SA-11
Mr. Jeff Bozworth (703) 204-6188

Building Interior Furnishings (Foreign)

Office of Foreign Buildings
Room 1300, SA-6
Ms. Vivien Woofter (703) 875-6263

Building Maintenance and General Services

(Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation) (202) 647-3628

Ms. Shirley Beard (labor services) 647-3611

Office of Operations

a. Facilities Management and Support Services

Room 1480, N.S.

Mr. Tim Arthurs 647-6001

b. Safety Division

Room 3800, N.S.

Mr. Stephen Urman 647-4302

Building Maintenance and General Services

(Foreign)

Office of Foreign Buildings

Room 938, SA-6

Mr. James Schoonover (703) 875-7025

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke (Moscow) 875-5796

Room 1139, SA-6

Mr. Richard Natale 875-6283

Room L600, SA-6

Cartographic Services

Office of the Geographer

Room 8742, N.S.

Mr. William Wood (202) 647-2021

Catering Services

Office of Protocol

Room 1238, N.S.

Mr. Clyde G. Nora 647-1700

Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations

(IM/SO/TO/MT)

Room 214, SA-21

Mr. Lee Rainer (703) 912-8350

Mr. John Dixon (703) 912-8441

Computer Supplies and Accessories

Office of Information Management

(IM/SO/DO/FADPC)

Room 12B63, N.S.

Mr. D. Barry Leonard (202) 647-7245

Mr. Edward Courlang (SA-29, Room 200) (202) 647-7811

Office of Acquisition

Ms. Tai Lai Hoffman (703) 875-5815

Construction Services (Foreign)

Office of Foreign Buildings

Room L600, SA-6

Mr. Thomas Farley (Const.
Management) Room 703, SA-6 (703) 875-6300

Mr. Charles Mallett (Minority Coordinator)
Room L600, SA-6 875-6586

Educational Materials/Supplies

a. Office of Overseas Schools

Room 245, SA-29

Mr. Ernest N. Mannino (703) 875-7800

b. Foreign Service Institute

B-Level, SA-3

Ms. Jayetta Neal 875-5393

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio counter-measures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security

SA-10, 8th floor

Mr. Rudy Hall (202) 663-0049

Mr. Nicholas Mariano (703) 875-6570
SA-6, Room 804

Mr. Tom Warren	(202) 663-0714
SA-10, 7th Floor (DS/CMP/SDE)	
Mr. Jim Walsh	(703) 644-3313
SA-7 (DS/PEL/DE)	

Engineering Services (Construction)

Office of Foreign Buildings	
Ms. Patricia Regalo-Warren	(703) 875-6276
Room L600, SA-6	
Mr. Harry Marinos (electrical)	(703) 875-6143
Room 310C, SA-6	
Mr. Robert Gardner (mechanical)	(703) 875-6216
Room 324, SA-6	
Mr. Sedat Asar (structural)	(703) 875-6190
Room 343, SA-6	
Office of Real Property Management, Design, and Construction Division (Domestic)	
Mr. Mark Butowsky	(202) 647-3860
Room 1878, N.S.	

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-10, 7th Floor
Mr. Tom Warren (202) 663-0714
- b. Office of Information Management/Special Operations
Room 214, SA-21
Mr. John Dixon (703) 912-8441
Mr. Lee Rainer (703) 912-8350

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

- a. Office of Foreign Buildings Operations
Mr. Chris Hullinger (Overseas posts) (703) 875-6347
Room 1153, SA-6
- b. Office of Safety/Health and Environmental Management
Mr. Stephen Urman (202) 647-4302
Room 3800, N.S.
- c. Office of Operations, Facilities, Management, and Support Services
Mr. Frank Bright (202) 647-6001
Room 1480, N.S.

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

(703) 875-6263

Information Management Support Services

a. Office of Information Management

Mr. Edward Courlang (SA-29, Room 200)

875-7811

Mr. D. Barry Leonard (Room 12B63, N.S.)

(202) 647-7245

Mr. Yang Kim (SA-29, Room 200)

(703) 875-7771

Mr. Robert Obenstine (Room 12B63 N.S.)

(202) 647-7528

b. Bureau of Consular Affairs

Room W711, SA-1

Mr. Rex Kimbro

(202) 663-1121

c. Office of Passport Services

Room 584, SA-17

Mr. James Schwartz

(202) 326-6124

d. Foreign Service Institute

Room 1017, SA-3

Ms. Linda Coble

(703) 875-5417

e. Bureau of Diplomatic Security

SA-10, 6th floor (DS/AO/SYS)

Ms. Joan Lewis

(202) 663-0416

f. Office of Financial Management, System Development, and Maintenance Division (FM/FS/DM)

SA-15, Room 4520

Ms. Cecelia Holson

(703) 875-6912

g. Office of Information Resources Management (S/S-IRM/SMD)

Room 7530

Mr. Kenneth Matthiesen

(202) 647-0867

International Political and Economic Affairs and Social Science Research

Bureau of International Narcotics Matters

Room 7334, N.S.

Mr. Tim Henderson

(202) 647-1918

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Dorothy Ledger, (703) 875-6023.

Labor Services

General Services Division

Room 1493, N.S.

Ms. Shirley Beard

647-3611

Language/Translation Services

Office of Language Services

Room 2214, N.S.

Mr. Harry Obst

647-1528

Library/Subscription Services

Office of Information Services/Library

Room 3239, N.S.

Ms. Alpha Rose**

647-1875

Machine and Equipment Maintenance/Repair (other than ADP)

Office of Operations

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

Medical Services/Supplies

Medical Services

Room 2906, N.S.

Mr. Elmer R. Higgs

647-3616

Mental Health Care/Services

Office of Medical Services

Employee Services Division

Room 3243, N.S.

Ms. Anne Weiss

647-4929

Microfilming/Micrographics

Office of Information Services/Records Management Staff

(IM/IS/RA/RM)

Room B238A, N.S.

Mr. John Cruce

(202) 647-7123

**Manages Department's Commercial Library Program.

Networking/Telecommunications

Diplomatic Telecommunications Program Office
(DTS/PO/Admin/ACQ)
SA-34

Victor White (703) 912-8108

Digital Systems Programs (SO/DO/DSP)
Room 2921, N.S.

Mr. Robert Bubniak (202) 647-4300

Overseas Employee Associations

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

Mr. Garry Prow, Acting Director (703) 875-6088
Office of Commissary and Recreation Affairs
(A/OPR/ST/CR)
Room 600, SA-6
Washington, D.C. 20522-0602
FAX (703) 875-6105

(See page A-17 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts annotated with an asterisk (*) have U.S. Employee Associations).

Publishing, Printing, Reproduction Equipment/Supplies, and Editorial Services

- a. Office of Information Services
Room 1758, N.S.
Mr. Howard Gadsick (202) 647-2517
Mr. Gregory Liverpool 647-8662

Recycled Products (Construction and Janitorial Supplies Only)

- a. Office of Facilities Management and Support Services (OPR/FMSS)
Room 1481, N.S.
Mr. Calvin Dubose (202) 647-6003

Safety and Rescue Equipment

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-10, 7th Floor
Mr. Tom Warren (702) 633-0714
- b. Office of Foreign Buildings
Room 912, SA-6
Mr. Bruce Sincox (703) 875-6983

Small Purchases*

- Office of Acquisition
Room 528, SA-6
Ms. Dorothy Ledger (foreign service branch) (703) 875-6023
Ms. Millie Pugliese (small purchases branch) (703) 516-1711

- Computer Supplies and Accessories
Ms. Tai Li Hoffman (703) 875-5815

- Carpeting/Draperies
Ms. Betty Thomas (703) 875-6015

- Furniture
Ms. Betty Thomas (703) 875-6015
Mr. Yoshino Rosenstein (703) 875-6004
Mr. Neil Reilly (703) 875-6021

*The Office of Acquisition's Foreign Service Contracts and Procurement Branch (FSCP) serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market embassies in specific geographic regions may do so directly, using the list beginning on page A-19, or may contact the following small purchase agents:

- Diane Lette (703) 875-6013
Near East and Asia, Latin
America and Caribbean
- Mr. Guy Gibson (703) 875-6025
Europe, East Asia, and Pacific
- (Vacant) (703) 875-6018
Africa

Training**

- a. Office of Foreign Service Career
Development and Assignments
Room 2807, N.S.
Mr. Jacques Klein (202) 647-3308
- b. Office of Civil Service Career
Development and Assignments
Room 2429, N.S.
Ms. Theresa A. Manly 647-7252
- c. Office of Equal Employment Opportunity
and Civil Rights
Room 4216, N.S.
Ms. Azucena Vasquez 647-9040
- d. Foreign Service Institute
Room 901, SA-3
Mr. Gary D. Crawford (Language) (703) 875-5241
Ms. Sultana Varvarousis (Clerical/Administrative) 875-7278
Mr. Richard Jackson (Area Studies) 875-5160
SA-3, Room 402
Ms. Colleen Lewis (Contracting Officer)
SA-3, B Level 875-5392
- e. Office of Information Management (IM/TE/OT)
P.O. Box 3050
Warrenton, VA 22186
Mr. Leonard A. Fenner (703) 557-1834
- f. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. David Haas (703) 204-6188

Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation
Main State, Room 1056
Mr. Ed Davis (202) 647-4091
Mr. Harry Lundy (Contracts) (703) 875-6014

* * * * *

**Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSD BU, at OPM on (202) 606-2180 for information.

For further information contact:

Mrs. Durie White
Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6824

Mr. Gregory Mayberry
Associate Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6823

or

Ms. Linda Taylor
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 516-1953

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the *Key Officers of Foreign Service Posts* booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-1.

State Department Foreign Service Posts
(Those posts annotated with an asterisk (*) operate Overseas Employee Associations)

Location of Office	Type of Office
Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates	Embassy
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria*	Embassy
Alma-Ata, Kazakhstan	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa	Embassy
Ashgabat, Turkmenistan	Embassy
Asuncion, Paraguay*	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General
Baghdad, Iraq*	Embassy
Baku, Azerbaijan	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central Arab Republic	Embassy
Banjul, The Gambia*	Embassy
Barcelona, Spain	Consulate General
Barranquilla, Colombia	Consulate
Beijing, China*	Embassy
Beirut, Lebanon	Embassy
Belfast, Northern Ireland, U.K.	Consulate General
Belgrade, Yugoslavia*	Embassy
Belize City, Belize	Embassy
Berlin, Federal Rep. of Germany	Branch Office
Bern, Switzerland	Embassy
Bilbao, Spain	Consulate
Bishkek, Kyrgyzstan	Embassy
Bissau, Guinea-Bissau	Embassy
Bogota, Colombia*	Embassy
Bombay, India	Consulate General
***Bonn, Federal Rep. of Germany*	Embassy

***Embassy/Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. John Stever.

Bordeaux, France	Consulate General
Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Congo*	Embassy
Bridgetown, Barbados*	Embassy
Brisbane, Australia	Consulate
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi*	Embassy
Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Cebu, Philippines	Consulate
Chengdu, China	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico	Consulate General
Colombo, Sri Lanka*	Embassy
Conakry, Guinea*	Embassy
Copenhagen, Denmark*	Embassy
Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General
Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy
Douala, Cameroon	Consulate
Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Edinburgh, Scotland, U.K.	Consulate General
Florence, Italy	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	Consulate General
Freetown, Sierra Leone*	Embassy
Fukuoka, Japan	Consulate
Gaborone, Botswana*	Embassy
Geneva, Switzerland*	Branch and Mission Offices
Genoa, Italy	Consulate General

Georgetown, Guyana*	Embassy
Guadalajara, Mexico*	Consulate General
Guangzhou, China*	Consulate General
Guatemala City, Guatemala*	Embassy
Guayaquil, Ecuador	Consulate General
Hague, The, Netherlands	Embassy
Halifax, Canada	Consulate General
Hamburg, Federal Rep. Germany*	Consulate General
Hamilton, Bermuda	Consulate General
Harare, Zimbabwe	Embassy
Havana, Cuba	USINT
Helsinki, Finland*	Embassy
Hermosillo, Mexico	Consulate
Hong Kong, Hong Kong*	Consulate General
Honiara, Solomon Islands	Embassy
Islamabad, Pakistan*	Embassy
Istanbul, Turkey*	Consulate General
Izmir, Turkey	Consulate General
Jakarta, Indonesia*	Consulate General
Jeddah, Saudi Arabia*	Consulate General
Jerusalem, Jerusalem	Consulate General
Johannesburg, South Africa	Consulate General
Kaduna, Nigeria	Consulate General
Kampala, Uganda*	Embassy
Karachi, Pakistan*	Consulate General
Kathmandu, Nepal*	Embassy
Kavala, Greece* (relay)	
Khartoum, Sudan*	Embassy
Kiev, Ukraine	Embassy
Kigali, Rwanda*	Consulate General
Kingston, Jamaica*	Embassy
Kinshasa, Zaire*	Embassy
Kolonia, Micronesia	Embassy
Koror, Palau	USLO
Krakow, Poland	Consulate General
Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy
La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan*	Consulate General
Leipzig, Federal Rep. of Germany	Consulate General
Liberia (relay)	
Libreville, Gabon	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	USLO
Lubumbashi, Zaire	Consulate General

Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy
Madras, India*	Consulate General
Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Malabo, Equatorial Guinea	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines	Embassy
Maputo, Mozambique	Embassy
Maracaibo, Venezuela	Consulate
Marseille, France	Consulate General
Martinique, French Caribbean Dept.	Consulate General
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mazatlan, Mexico	Consulate
Mbabane, Swaziland	Embassy
Medan, Indonesia	Consulate General
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Mogadishu, Somalia*	Embassy
Mombasa, Kenya	Consulate
Monrovia, Liberia*	Embassy
Monterrey, Mexico	Consulate General
Montevideo, Uruguay*	Embassy
Montreal, Canada*	Consulate General, ICAO
Moroni, Comoros	Embassy
Moscow, Russia*	Embassy
Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy
N'Djamena, Chad*	Embassy
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate
Oran, Algeria	Consulate
Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy
Palermo, Italy	Consulate General

Panama City, Panama*	Embassy
Paramaribo, Suriname*	Embassy
Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Philippines (relay)	
Phnom Penh, Cambodia	Embassy
Ponta Delgada, Azores, Portugal	Consulate
Port-au-Prince, Haiti*	Embassy
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Porto Alegre, Brazil	Consulate
Port-of-Spain, Trinidad and Tobago*	Embassy
Poznan, Poland	Consulate
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pretoria, South Africa*	Embassy
Pusan, Korea	Consulate
Quebec, Canada	Consulate General
Quito, Ecuador*	Embassy
Rabat, Morocco*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate
Reykjavik, Iceland	Embassy
Rhodes, Greece (relay)	
Riga, Latvia	Embassy
Rio de Janeiro, Brazil*	Consulate General
Riyadh, Saudi Arabia*	Embassy
Rome, Italy*	Embassy, FODAG
St. George's, Grenada	Embassy
St. Johns, Antigua and Barbuda	Embassy
St. Petersburg, Russia	Consulate General
Salzburg, Austria	Consulate General
San Jose, Costa Rica*	Embassy
San Salvador, El Salvador*	Embassy
Sanaa, Yemen Arab Republic*	Embassy
Santiago, Chile*	Embassy
Santo Domingo, Dominican Republic*	Embassy
Sao Paulo, Brazil*	Consulate General
Sapporo, Japan	Consulate General
Sarajevo, Bosnia-Herzegovina	Embassy
Seoul, Korea*	Embassy
Shanghai, China*	Consulate General
Shenyang, China*	Consulate General
Singapore, Singapore*	Embassy
Sofia, Bulgaria*	Embassy
Songkhla, Thailand	Consulate
Stockholm, Sweden*	Embassy
Strasbourg, France	Consulate General

Stuttgart, Federal Rep. of Germany	Consulate General
Surabaya, Indonesia	Consulate General
Suva, Fiji*	Embassy
Sydney, Australia	Consulate General
Tallinn, Estonia	Embassy
Tashkent, Uzbekistan	Embassy
Tbilisi, Georgia	Embassy
Tegucigalpa, Honduras*	Embassy
Tel Aviv, Israel*	Embassy
Thessaloniki, Greece*	Consulate General
Tijuana, Mexico	Consulate General
Tirana, Albania	Embassy
Tokyo, Japan*	Embassy
Toronto, Canada*	Consulate General
Tunis, Tunisia*	Embassy
Udorn, Thailand	Consulate
Ulaanbaatar, Mongolia	Embassy
Valletta, Malta	Embassy
Vancouver, Canada	Consulate General
Vatican City, The Holy See	Embassy
Victoria, Seychelles	Embassy
Vienna, Austria*	Embassy, UNVIE
Vientiane, Laos*	Embassy
Vilnius, Lithuania	Embassy
Vladivostok, Russia	Consulate General
Warsaw, Poland	Embassy
Washington, D.C.	USOAS
Wellington, New Zealand*	Embassy
Windhoek, Namibia	Embassy
Yaounde, Cameroon*	Embassy
Yerevan, Armenia	Embassy
Zagreb, Croatia	Embassy
Zurich, Switzerland	Consulate General

Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

Section B

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Small, Disadvantaged, and Female Business (SD&F) Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number, the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
A/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 516-1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White
Operations Director
Office of Small
and Disadvantaged
Business Utilization

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

*Contractor Establishment Code Number (9 Digits) _____

Company Name _____

Parent Company CEC (if applicable) _____

Street Address _____

Telephone Number (9991234567) _____

City _____ State _____

Country _____

Company Contact _____

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

*For Female-Owned business, the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

SIC (Standard Industrial Codes): _____

*For contractors who do not have a Contractor Establishment Code (C.E.C.), contact Dun and Bradstreet to obtain a DUNS number at (215) 882-7748. The Government may then convert your DUNS number to a C.E.C., if required by the individual Federal agency.

PROFILE

(To be completed only by 8(a) Firms)

8(a) FIRM: _____

ADDRESS: _____ PRIMARY SIC _____
SECONDARY SICs _____

TELEPHONE: _____

PRINCIPAL'S NAME & TITLE: _____

DATE FIRM STARTED: _____

FIRM'S PROJECTION OF TOTAL SALES FOR 1993: \$ _____

BONDING CAPACITY: SINGLE JOB \$ _____
(If Applicable) AGGREGATE \$ _____

	ANNUAL SALES	LARGEST SINGLE CONTRACT
1990	\$ _____	\$ _____
1991	\$ _____	\$ _____
1992	\$ _____	\$ _____

AVERAGE NUMBER OF EMPLOYEES: _____

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

Doc. FORM 132

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W
Washington, D.C. 20250
Telephone: (202) 720-7117
FAX: (202) 720-3001
Attn: Mr. Jim House
Associate Director, OSDBU

Department of the Air Force
The Pentagon—Room E271
Washington, D.C. 20330-1000
Telephone: (202) 697-4126
FAX: (703) 693-7731
Attn: Mr. Anthony DeLuca
Director, OSDBU

Department of the Army
The Pentagon—Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 695-9800
FAX: (703) 693-3898
Attn: Mr. Daniel R. Gill
Director, OSDBU

Department of Commerce
14th Street & Constitution Ave., N.W.
Room 6411
Washington, D.C. 20230
Telephone: (202) 482-1472
FAX: (202) 482-4816
Attn: Mr. James Maruca
Director, OSDBU

Women in Business Representatives

Ms. Belinda Ward
(202) 720-7117

Mr. Patrick Heller
(703) 697-5373

Ms. Dora H. Thomas
(703) 697-2868

Ms. Rosemary Mullany
(202) 482-1472

Departments

Department of Defense
The Pentagon—Room 2A340
Washington, D.C. 20301-3061
Telephone: (703) 614-1151
FAX: (703) 693-7014
Attn: Mr. Horace Crouch
Director, OSDDBU

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB-3
Washington, D.C. 20202-0521
Telephone: (202) 708-9820
FAX: (202) 708-8956
Attn: Mr. Daniel Levin
Director, OSDDBU

Department of Energy (BU-1)
1000 Independence Ave., S.W.
Washington, D.C. 20585
Telephone: (202) 254-5583
FAX: (202) 254-5591
Attn: Mr. Leonel Miranda
Director, OSDDBU

Department of Health and Human
Services
200 Independence Ave., S.W.
Room 517D
Washington, D.C. 20201
Telephone: (202) 245-7300
FAX: (202) 245-6699
Attn: Mr. Richard Clinkscates
Director, OSDDBU

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 10232
Washington, D.C. 20410
Telephone: (202) 708-1428
FAX: (202) 619-827
Attn: Mr. James Tarro
Acting Director, OSDDBU

Women in Business Representatives

Mr. Tim Foreman
(703) 697-1481

Mr. Ben Miller
(202) 708-9820

Ms. Brenda DeGraffenreid
(202) 254-5602

Ms. Angel Graves
(202) 245-2670

Mr. Clarence White
(202) 708-1428

Departments

Women in Business Representatives

Department of the Interior
18th & C Streets, N.W.
Room 2727
Washington, D.C. 20240
Telephone: (202) 208-3493
FAX: (202) 208-5048
Attn: Mr. Kenneth T. Kelly
Acting Director, OSDDBU

Ms. Doris Sanford
(202) 208-7437

Department of Justice
Patrick Henry Building
Room 7014
Washington, D.C. 20530
Telephone: (202) 501-6271
FAX: (202) 501-8125
Attn: Ms. Eleanor Geary
Acting Director, OSDDBU

Ms. Eleanor Geary
(202) 501-6271

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523-9144
FAX: (202) 523-9167
Attn: Ms. June Robinson
Director, OSDDBU

Ms. Katherine Lee
(202) 523-9151

Department of the Navy
Building 5, Crystal Plaza
Room 120
Washington, D.C. 20360-5000
Telephone: (703) 602-2695
FAX: (703) 602-2477
Attn: Mr. Don Hathaway
Director, OSDDBU

Ms. Janet Koch
(703) 602-2695

Department of State
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6824
FAX: (703) 875-6825
Attn: Mrs. Durie White
Operations Director, OSDDBU

Mr. Gregory Mayberry
(703) 875-6823

Departments

Department of Transportation
400 - 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366-1930
FAX: (202) 366-7538
Attn: Ms. Alicia L. Casanova
Director, OSDBU

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 622-0530
FAX: (202) 622-2273
Attn: Ms. Debra E. Sonderman
Assistant Director, OSDBU

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 376-6996
FAX: (202) 233-4952
Attn: Mr. Scott Denniston
Director, OSDBU (005SB)

Women in Business Representatives

Ms. Pat L. Hodge
(202) 366-1902

Vacant
(202) 566-5704

Ms. Mary Ella Stormant
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 634-9150
FAX: (202) 634-9126 or 9127
Attn: Ms. Margaret McHale
Contract Specialist

Ms. Jean McCamley
(202) 634-9321

Departments

Women in Business Representatives

Agency for International Development
TT-2, Room 1400A
Washington, D.C. 20523-1414
Telephone: (703) 875-1551
FAX: (703) 875-1119
Attn: Mr. Ivan Ashley
Director, OSDDBU

Ms. Betty Briscoe
(703) 875-1551

Defense Logistics Agency
Cameron Station, Room 4C112
Alexandria, VA 22304-6100
Telephone: (703) 274-6471
FAX: (703) 274-0565
Attn: Mr. Lloyd C. Alderman
Director, OSDDBU

Mr. Anthony Kudders
(703) 274-6977

Environmental Protection Agency
401 M Street, S.W. Code A-149C
Washington, D.C. 20460
Telephone: (703) 557-7777
FAX: (703) 557-1462
Attn: Mr. Leon H. Hampton
Director, OSDDBU

Ms. Margie Wilson
(703) 557-7305

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395-3314
FAX: (202) 395-3982
Attn: Ms. Thelma Tolar
Director, OSDDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566-8951
FAX: (202) 566-7524
Attn: Ms. Helen H. Wall
Director, OSDDBU

Departments

Women in Business Representatives

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room 706
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDBU

Ms. Barbara Lorette
(202) 326-2260

General Services Administration
18th and F Streets, N.W.
Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: Mr. John F. Wynn, Jr.
Director, OSDBU

Ms. Janice Holley
(202) 501-1021

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119
Washington, D.C. 20423
Telephone: (202) 275-7597
FAX: (202) 275-9237
Attn: Mr. Dan King
Acting Director, Office of
Public Assistance

Mr. Dan King
(202) 275-7597

National Aeronautics and Space Administration
300 E St., S.W.
Room 1T70
Washington, D.C. 20546
Telephone: (202) 358-2088
FAX: (202) 358-3461
Attn: Mr. Ralph Thomas, III
Director, OSDBU

Ms. Susan Borgo
(202) 358-2088

National Science Foundation
1800 G Street, N.W.
Room 1250-I
Washington, D.C. 20550
Telephone: (202) 357-9666
FAX: (202) 357-7745
Attn: Mr. Donald Senich
Director, OSDBU

Ms. Linda Boutchyard
(202) 357-7464

Departments

Nuclear Regulatory Commission
Room 7217, MNBB
Washington, D.C. 20555
Telephone: (202) 492-4665
FAX: (301) 492-8185
Attn: Mr. William B. Kerr
Director, OSDBU

Office of Personnel Management
1900 E Street, N.W.
Room 2351
Washington, D.C. 20415
Telephone: (202) 606-2180
FAX: (202) 606-2345
Attn: Mr. Leutrell Osborne
Director, OSDBU

Railroad Retirement Board
2000 L Street, N.W., Suite 558
Washington, D.C. 20036
Telephone: (202) 653-9540
FAX: (202) 653-9538
Attn: Mr. John C. Ficera
Director, OSDBU

U.S. Information Agency—M/O
330 C St., S.W.
Room 1611, HHS-S Building
Washington, D.C. 20547
Telephone: (202) 485-6404
FAX: (202) 485-6466
Attn: Ms. Georgia Hubert
Director, OSDBU

U.S. Postal Service
475 L'Enfant Plaza West, S.W., Room 3641
Washington, D.C. 20260-5616
Telephone: (202) 268-6578
FAX: (202) 268-6573
Attn: Mr. Richard J. Hernandez
Director, OSDBU

Women in Business Representatives

Mr. Harris Coleman
(202) 492-4665

Mr. Thomas Whiteford
(202) 606-2240

Mr. Richard J. Hernandez,
CPCM
(202) 268-4633

Departments

Other Liaison Offices

Office of Federal Procurement Policy
725 17th Street, N.W.
Room 9025
Washington, D.C. 20503
Telephone: (202) 395-3300
FAX: (202) 395-5105
Attn: Mr. Robert Cooper
Deputy Associate Administrator
for Policy Development

Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Room 5053
Washington, D.C. 20230
Telephone: (202) 482-5061
FAX: (202) 482-5117
Attn: Mr. Joe A. Lira
Director

Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Room 5096
Washington, D.C. 20230
Telephone: (202) 482-3261
FAX: (202) 482-5117
Attn: Mr. Raoul Quiros
Chief, Public Sector

Procurement Technical Assistance Center Program
George Mason University
4260 Chain Bridge Road
Suite B-2
Fairfax, VA 22030
Telephone: (703) 764-6079
FAX: (703) 273-0745
Attn: Mr. Edward A. Redmond
Assistant Director

Departments

Women in Business Representatives

Small Business Administration
409 3rd Street, S.W.
8th Floor
Washington, D.C. 20416
Telephone: (202) 205-6460
FAX: (202) 205-7064
Attn: Ms. Cathy Thomas

* * * * *

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

Section C

- **Subcontracting Opportunities**

Subcontracting Opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

Subcontracting Opportunities Available

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

American Communications Company
Division American Systems, Inc.
7535 Little River Turnpike
Annandale, VA 22003
Contact: Mr. Tim Ramp, Purchasing
Agent (703) 968-6300

Various subcontract
opportunities

The American Institute in Taiwan
7 Lane 134 Hisan Yi Road
Section 3
Taipei, Taiwan
Mr. Jack Ferguson,
Chief, Management Services Section

Various subcontracting
opportunities

American Management Systems, Inc.
1777 North Kent Street
Arlington, VA 22209
Mr. Jay Dunigan, Contract Administrator
(703) 841-5514

Various opportunities
related to data processing

The Asia Foundation
550 Kearney Street
San Francisco, CA 94119
(415) 982-4640

Various
subcontracting opportunities

AT&T
Guilford Center
P.O. Box 20046
Greensboro, NC 27420-5000
Attn: Gail Feddish (919) 279-4979

Various subcontracting opportu-
nities related to telephone equip-
ment and services

Berger/HOK Joint Venture
1819 H St., N.W., Suite 900
Washington, D.C. 20006
Contact: Michael L. Viani, Sr. Project Mgr.
1030-212606 (202) 331-7775

Various A&E services related
to minor new construction
projects; facility rehabilitation
and system replacement
projects; physical and technical
security upgrades; construction
and renovation of communica-
tions centers

Brunswick Corporation
Defense Division
2000 Brunswick Lane
DeLand, FL 32724
A. W. Brocious (904) 736-1700

MS hardware, wire,
electronic components, etc.

Burle Industries, Inc.
Attn: F.D. Kell, Product Division or
J.S. Hornick Tube Division
1000 New Holland Avenue
Lancaster, PA 17601-5688
(717) 295-6000

Various subcontract
opportunities

Caddell Contruction Co., Inc.
P.O. Box 210099
Montgomery, AL 36121
Contact: B.E. Stewart (205) 272-7723

Supplies, services, materials
related to construction of new
office building in Bangkok,
Thailand

Computer Sciences Corporation
4061 Powder Mill Road
Calverton, MD 20705
Ms. Margaret Kohutanycz
(301) 572-3635

Various subcontract opportuni-
ties related to program and
systems services

Dillingham Construction
International
5960 Inglewood Drive
P.O. Box 1089
Pleasanton, CA 94566
Mr. Robert Walker
(415) 483-3300

Various materials and services
such as freight forwarding
in support of construction
of a new embassy office
building in La Paz, Bolivia

Dillingham Embassy Constructors
P.O. Box 1089
Pleasanton, CA 94566
Contact: M.D. MacGregor (510) 463-3300

Supplies, services, materials
related to construction of U.S.
Embassy, Bogota, Colombia

DynCorp
7942 Cluny Court
Springfield, VA 22153
Contact: Mr. Dennis Egan (703) 569-4063

Various subcontract
opportunities related to logistic
support services

Dyncorp
6801 Calmont Avenue
Dallas, TX 76116
Mr. John Harlin (817) 732-4481 ext. 248

Aircraft spare parts,
travel arrangements, equipment

EBASCO Constructors
160 Chubb Avenue
Lyndhurst, NJ 07071
Mr. James F. Tappen (201) 460-6102

EBASCO Services, Inc
Two World Trade Center, 83d Floor
New York, NY 10048
Contact: Mr. La Cava
(201) 460-6119 (in New Jersey)

E. G. & G. Dynatrend Inc.
21 Cabot Road
Woburn, MA 01801
Mr. Carl D. Harmon, Contract Mgr.
(617) 935-3960

Einhorn, Yaffee, Prescott
The Argus Building
Broadway at Beaver
P.O. Box 617
Albany, NY 12201-0617
Contact: Ed Kohlberg (518) 463-2145

Electrospace Systems, Inc.
1301 East Collins Blvd.
P.O. Box 831359
Richardson, TX 75083-1359
Mr. Dennis Quire (714) 231-9303

Federal Cartidge Company
900 Ehlen Drive
Anoha, MN 55303
Mr. Rick Bennett, Purchasing Mgr.
(612) 421-7100

Fischbach and Moore International Corp.
2525 Walnut Hill Lane
Dallas, Texas 75229
Mr. Joseph Dirik (214) 484-4586

General Electric Company
Mobile Communications Division
4421 Forbes Boulevard
Lanham, MD 20706
Mr. Bob Gload or Mr. Joe Wilson
(301) 459-1617

Materials in support of
construction of annex to
embassy office building,
Cairo, Egypt

Various opportunities
related to construction of
a new embassy office
building, Santiago, Chile

Engineering

Various A&E services related
to minor new construction
projects; facility rehabilitation
and system replacement
projects; physical and technical
upgrades; construction and
renovation of communications
centers

Electronic components,
cables, switches, power
supplies, etc.

Various subcontracting
opportunities (Std.
commercial plan)

Supplies, services, materials
related to construction of new
office building in Bangkok,
Thailand

Various subcontract
opportunities

Halifax Engineering, Inc.
5250 Cherokee Avenue
Alexandria, VA 22312
(703) 750-2202

Various subcontract
opportunities

Hays Systems, Inc.
2000 M St., N.W.
Washington, D.C. 20036
(202) 223-3703

IBM Corporation
National Federal Marketing
6705 Rockledge Drive
Bethesda, MD 20817
(301) 564-2894

Various subcontract
opportunities

IFR Systems, Inc.
10200 West York St.
Wichita, KS 67215-8935
Mr. David C. Orpin (316) 522-4981

Electronic components, radio
frequency crystals, crystals
filter, transformers, labels,
printed circuit boards,
switches, fuses, microwave
components

ITT Defense Communications
492 River Road
Nutley, NJ 07110
(201) 284-4475

J.A. Jones Construction Co.
6060 St. Albans Street
Charlotte, NC 28287
Mr. Robert Goodpasture (704) 553-3000

Various subcontract
opportunities related to
construction of a new U.S.
Embassy, Lima, Peru

Mitre Corporation
7525 Colshire Drive
McLean, VA 22102
Mr. Walter R. Pawlowski, V-P
(703) 883-5501
Contract 1045-155023

ADP hardware/software;
operating supplies and
services (indirect)

Ogden Allied Eastern Maintenance
Two Pennsylvania Plaza
New York, NY 10121

Various subcontract
opportunities related
to building maintenance

The Orkand Corporation
8484 Georgia Ave., Suite 1000
Silver Spring, MD 20910
Contact: Mr. Anthony Schullen (301) 585-8480

Various subcontract
opportunities related to
ADP software support services

Perini International Corporation
International Division
73 Mt. Wayte Ave.
Framingham, MA 01701
Mr. Joseph Haley (508) 875-6171
Pinkerton Computer Consultants, Inc.
1900 N. Beauregard St., Ste. 200
Alexandria, VA 22311
Mr. James Craig (703) 820-5571

Planning Research Corporation
Room 6W3
1500 Planning Research Drive
McLean, VA 22102
Attention: Ms. Faye Beales (703) 556-1537

Price Waterhouse
1801 K Street, N.W.
Washington, D.C. 20006
Attention: Ms. Paula Nichols
(703) 875-5626

RTKL Assoc., Inc.
1140 Connecticut Ave., N.W.
Washington, D.C. 20036
Mr. Bernard Wulff (202) 833-4400
Contract: 1030-290285

Ralph M. Parsons Co.
1133 15th St., N.W.
Washington, D.C. 20005
Terrence O'Brien (202) 775-3453
Contract 1030-290286

Various subcontract
opportunities related to
construction of the new U.S.
Embassy, Caracas, Venezuela

Various subcontract
opportunities

Standard Supplies; ADP

Administrative support, in-
cluding graphic services,
audio-visual services,
printing/reproduction
services, ADP support,
training methods support

Various A&E services related
to minor new construction
projects; facility rehabilitation
and system replacement
projects; physical and technical
security upgrades; construction
and renovation of communi-
cations centers

Various A&E services related
to minor new construction
projects; facility rehabilitation
and system replacement
projects; physical and technical
security upgrades; construction
and renovation of communi-
cations centers

Statistica
30 West Gude Drive
Suite 300
Rockville, MD 20850
Mr. Robert Cole (301) 424-1911

Various subcontracting
opportunities

Stone & Webster Engrg. Corp.
245 Summer Street
Boston, MA 02107
Mr. Peter W. Harris (617) 589-5305
Contract 1030-290289

Various A&E services related
to minor new construction
projects; facility rehabilitation
and system replacement
projects; physical and technical
security upgrades; construction
and renovation of communi-
cations centers

Terminal Data Corp.
5898 Condor Drive
Moorpark, CA 93021-2601
Attn: Mark Schneider
(805) 529-1500

Hardware maintenance support
encompassing ADP production
resources

TRW
Systems Division
One Federal Systems Park Drive
Fairfax, VA 22033
Mr. Alan Schmidt (703) 968-2001

Various subcontract
opportunities

Tumi International, Inc.
9308 N.W. 13th Street
Miami, FL 33172
(305) 591-2419

Various subcontract
opportunities related to
consolidated receiving
point

Wang Laboratories
7500 Old Georgetown Rd., 1250 N
Bethesda, MD 20814
Ms. Haze Hanna (301) 657-5530

Electrical parts

Section D

Some Contacts for Trade and Investment-Related Issues

Some Contacts for Trade and Investment-Related Issues

Department of State

Commercial Affairs	—Mr. Alfred White	(202) 647-1942
Investment Affairs	—Mr. Stephen R. Gibson	647-4416
Development Finance	—Mr. Jack Boyle	647-9426
East-West Trade	—Mr. Victor Comras	647-5673
Trade Policy	—Ms. Kaarn Weaver	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary for Services	—Ms. Linda Powers	(202) 482-5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Africa	—Mr. Gerald Seldman	482-4927
Near East	—Mr. Carl Reiner	482-4441
South Asia	—Mr. Richard Harding	482-2954
Mexico and Carib- bean Basin	—Ms. Regina Vargo	482-4464
South America	—Mr. Walter Bastian	482-0841
People's Republic of China and Hong Kong	—Ms. Christine Lucyk	482-5527
Japan	—Ms. Marjorie Searing	482-4527
Office of Trade and Investment Analysis	—Mr. Martin Kohn	482-2456
Publications	—Mr. Thomas Weatherspoon	482-5487
Foreign Commercial Service	—Mr. Charles A. Ford	482-8300
Export Licensing Information*		482-4811

U.S. Trade and Development Program —Ms. Carol Stillwell (703) 875-4357
(feasibility studies and other planning
services)

Trade Information 1-800-USA-TRADE

Agency for International Development

Business Relations —Mr. Ivan Ashley (703) 875-1551

*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

Overseas Private Investment Corporation	—Vacant	(202) 457-7069
Export-Import Bank	—Ms. Jeni B. Norris	(202) 566-8990
Small Business Administration		
	Office of International Trade—Ms. Aileen Kishaba	(202) 205-6720
U.S. Trade Representative	—Ms. Mollie Van Heuven	(202) 395-6120

Commercial Posts of the Department of State (Posts With no FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cameroon, Douala	Niger, Niamey
Cape Verde, Praia	Rwanda, Kigali
Central African Republic, Bangui	Senegal, Dakar
Chad, N'Djamena	Seychelles, Victoria
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Ethiopia, Addis Ababa	Swaziland, Mbabane
Gabon, Libreville	Tanzania, Dar es Salaam
Ghana, Accra	The Gambia, Banjul
Guinea, Conakry	Togo, Lome
Guinea-Bissau, Bissau	Uganda, Kampala
Lesotho, Maseru	Zaire, Kinshasa
Liberia, Monrovia	Zaire, Lubumbashi (CG)
Madagascar, Antananarivo	Zambia, Lusaka
Malawi, Lilongwe	Zimbabwe, Harare

Latin America

Bahamas, Nassau	Guyana, Georgetown
Barbados, Bridgetown	Grenada, St. George's
Belize, Belize City	Haiti, Port-au-Prince
Bolivia, La Paz	Netherlands Antilles, Curacao
El Salvador, San Salvador	Nicaragua, Managua
French Caribbean Dept., Martinique	Paraguay, Asuncion
	Suriname, Paramaribo

Near East/South Asia

Afghanistan, Kabul	Bangladesh, Dhaka
Bahrain, Manama	Jordan, Amman

Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Federated States of Micronesia,
Kolonias
Fiji, Suva
Laos, Vientiane

Mongolia, Ulaanbaatar
Papua New Guinea, Port Moresby
Rep. of Marshall Islands, Majuro
Solomon Islands, Honiara
Palau, Koror
Western Samoa, Apia

Europe

Bermuda, Hamilton
Cyprus, Nicosia
Iceland, Reykjavik

Luxembourg, Luxembourg
Malta, Valletta

Section E

- **Other Department of State and Government Subscriptions/Publications**

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	044-000-02345-8	Guide to Doing Business With the Dept. of State	\$2.25
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	DIPL	Diplomatic List	\$7.50
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